

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120030-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

FROM : Chief, Organization and Methods Service

SUBJECT: OCD Partial T/O.

DATE: 18 June 1952

1. Submitted herewith for your approval is a partial T/O of the Office of Collection and Dissemination covering the following components of that office:

a. Assistant Director and staff, CIA Library, Liaison Division, Machine Division, Special Register, and part of the Industrial Register.

2. I have had an examination made of the organization and functions covered by the attached proposal, and as a result thereof I recommend its approval.

3. a. The new functions include classified intelligence documentation, analysis of foreign films, information and research service for OCI, and bibliographic sources of intelligence.

b. Improvement and expansion of present services such as research on reference and bibliographic facilities on unclassified publications, expansion of book and document indexing, and addition of highly qualified reference librarians.

4. It seems to me that all of the above is not only necessary but one might say even belated improvements in the Office of Collection and Dissemination, and taking into consideration the increased volume of material received in the Office of Collection and Dissemination for processing, fully justify the increased T/O.

5. Wage and Classification have reviewed the T/O and have made a number of adjustments in grades which I referred to [REDACTED] in the absence of Dr. Andrews, and he has returned it without comment.

6. Attached also is the Comptroller's comment. Your particular attention is invited to the last part of paragraph 2 and to paragraph 3.

[REDACTED]

W. L. PEEL

2 Attachments

1. T/O

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